

## Title IV-E Direct Administrative Claiming Time Code Descriptions

### 1. **Facilitating Eligibility Determination/ Redetermination** (Case Number is Required)

Staff is engaged in any activity necessary to gather and report required eligibility information for determining or re-determining the child's eligibility for Title IV-E Foster Care Assistance.

*Examples of activities:*

- Collecting information from family or others which is used in the determination, or redetermination of eligibility for Title IV-E foster care (e.g., income, parental whereabouts, resources, social security numbers, birth certificates, family living arrangements).
- Gathering information from other programs such as SSI, insurance, trust accounts, which may affect eligibility for Title IV-E foster care
- Querying systems, records, and JPD or TJPC staff to determine current public assistance status for determination of eligibility for Title IV-E foster care
- Preparing for and participating in fair hearings and appeals stemming from Title IV-E eligibility actions.
- Completing and processing eligibility forms or screens for Title IV-E foster care.
- Verifying the information above.
- Travel, paperwork, e-mail, telecommunications, and data entry associated with any of the above activities.

### 2. **Training – IV-E Foster Care** (List the training)

Staff time incurred when the worker is preparing for, traveling to or from, or engaged in training specifically related to Title IV-E foster care maintenance.

*Examples of activities:*

- Title IV-E foster care maintenance training provided by TJPC entitled "Title IV-E Basic". This training covers the following topics:
  - ♦ Facilitating eligibility determination
  - ♦ Fair hearings and appeals
  - ♦ Referrals to services
  - ♦ Preparation for and participation in judicial determinations for children in foster care settings
  - ♦ Placement activities
  - ♦ Development of the case plan
  - ♦ Case reviews
  - ♦ Case management and supervision
- Title IV-E foster care maintenance training that has received prior written approval by the Commission.

### 3. **Case Management: IV-E Certified** (Case Number is Required)

Staff is engaged in allowable activities for Title IV-E certified youth or those pending certification. This includes include developing, monitoring and updating case plans to ensure the health, safety, permanency, and well-being of children referred to the juvenile probation department. Staff time incurred when the worker is engaged in allowable activities related to the preparation of reports to the court and participation in judicial hearings. *THIS DOES NOT INCLUDE DETENTION HEARINGS. Detention hearings and all related actions (i.e., directives to apprehend) are to be recorded in "Other Activities."*

NOTE: Case management activities DO NOT include "Probation Only" activities such as drug testing and electronic monitoring. These will be coded in "Other."

*Examples of activities:*

- Assessing the child and family's need for services.
- Referring and/or assisting the child and family to gain access to necessary services, such as counseling, parenting classes, anger management classes, and substance abuse classes.
- Assessing the appropriateness of services or resources to be provided as part the case plan. Coordinating and monitoring the delivery of these services.
- Case plan development and preparation which may include coordination with the court, service providers, collateral contacts with family members and others involved in the case. May include contact with other probation officers and attendance at case staffings.
- Case plan updates and reviews. Includes the preparation of reports.
- Contacts with families, providers, relatives, foster parents and other interested persons regarding the appropriateness of services and progress toward case plan goals.
- Placement referral, including completing the common application packet.
- Travel, paperwork, e-mail, telecommunications, and data entry associated with any of the above activities.
- Contacts with District Attorneys, child's attorney, or guardian ad litem to prepare any such case for court.
- Preparation for court, including preparation of court reports and preparation of court orders, including agreed orders extending a child's stay in placement, agreed orders discharging a child home from placement, and modification orders.
- Appearance in court.
- Travel, paperwork, e-mail, telecommunications, and data entry associated with any of the above activities.
- Inputting "chronos" related to the above activities for a Title IV-E certified or pending certification child is recorded under this code.

**4. General Administration (Includes General Training, Leave and Breaks)**

These activities are considered General Administration when performed by or for allowable staff. These activities could benefit both the Title IV-E program and other programs. These are general office duties.

*Examples of activities:*

- Reviewing agency office procedures.
- Physical office management.
- General administrative duties.
- Employee grievance procedures.
- Reviewing payroll time sheets.
- Equal Employment Opportunity Activities.
- Conferences on general employee performance.
- Contract procurement and monitoring.
- Budget and fiscal management.
- Human Resource functions-interviews, application review, reference checks, etc.
- Staff meetings.
- Fixing the computer
- Programming an agency cell phone
- Completing benefit forms, such as medical insurance paperwork

❖ **General Training.**

Staff time incurred when the worker is preparing for, traveling to or from, or engaged in training that is not specifically related to Title IV-E or when Title IV-E is not the only benefiting program.

**NOTE: Trainings that are SPECIFIC to probation, such as restraint training, Drug testing, electronic monitoring and detention trainings should be recorded in "Other Activities".**

*Examples of Activities:*

- CPR Training
- Computer Training
- Sex Offender Training
- Intense Supervision Probation (ISP) Training
- Leadership Training
- Time Management Training
- JPO Basic, TPA, JJAT, SJS Training
- Time code training
- Mandatory fiscal training (includes basic fiscal, fiscal policy and procedures, budget preparation, and cost allocation plan training)

❖ **Leave and Breaks**

Staff should use this code to document periods of authorized and paid absences from the job in accordance with the established county leave policy. Staff working flex schedule, using comp time, and on lunch breaks should not use this code to document absences.

*Examples of activities:*

- Breaks (does not include mealtimes)
- Sick leave
- Vacation leave
- Personal leave
- Military leave
- Administrative leave (paid leave)
- Holidays
- Jury duty
- Emergency evacuations (snow days, hurricanes, etc.)

**5. Other Activities**

This code is used when performing activities not specifically addressed in other codes.